

[NOV-071620-12](#)

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectares more or less.

Our company is in need of a **TICKETING CLERK, SG 13**
Status: **PLANTILLA POSITION**

DUTIES AND RESPONSIBILITIES

Responsible and accountable for the collection of fees at the Historical Core and remittance of the same to the Cashier.

GENERAL DUTIES AND RESPONSIBILITIES

1. *Receive payments and issue Point-of-Sales (POS) receipts to clients.*
2. *Response to client queries on Historical Core services.*
3. *Assist the Marketing Division in handling special events and other related activities.*
4. *Prepare daily sales reports.*
5. *Submit monthly reports on collection of entrance fee at the Historical Core.*
6. All other tasks that maybe assigned from time to time

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Business Administration, Accounting or Finance, or other related fields of study</i>
Experience	<i>At least 1 year experience relating to collections</i>
Training	<i>8 hours of relevant training.</i>
Other Requirement	<i>Knowledgeable in Office Software Application</i>

All interested applicants are requested to submit their Application Letter and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **23 JULY 2020** to:

THE SELECTION COMMITTEE

Attention: **Mr. Danny B. Latawan**, HR Manager

John Hay Management Corporation
JHMC Office (former AIM Building)

Camp John Hay, Baguio City

Telephone No. (074) 444-5823

Or email us at: mgmt@jhmc.com.ph

Visit our website at: www.jhmc.com.ph

EXTERNAL POSTING:

Approved by:


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President and CEO